**Takeover Day: Template timetable**

We have created this template timetable to give you an idea of how to structure your Takeover Day. For more ideas on different job roles that young people can take over, look at our [Example Roles guide](https://kidsinmuseums.org.uk/resources/takeover-day-example-roles-for-young-people/).

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| Time | Activity | Working with |
| 10am | Young people arrive on site |  |
| 10-10.45am | Welcome and introduction  Health and safety tour |  |
| 10.45am-12.15pm | Young people are split into groups to take over a variety of museum roles.  **Retail**   * Unpack stock * Help at the till e.g. packing goods * Help with a stock take   **Object talk**   * Choose an object on display, research it and present to visitors   **Security**   * Help the security guards on patrol * Monitor cameras in the control room   **Digital marketing**   * Create a blog about the day * Post for social media * Learn about how the museum communicates with visitors   **Learning**   * Help the learning team come up with ideas for workshop activities | Shop staff  Gallery attendants  Learning staff  Security staff  Marketing staff  Learning staff |
| 12.15-1pm | Lunch |  |
| 1-2.30pm | Young people swap group and take on different roles. |  |
| 2.30pm | Q & A with the Director or VIP guest. | Director, member of senior  management team or VIP guest. |
| 2.45-3pm | End of the day feedback and celebration.  Participants complete an evaluation of the day and are presented with certificates and stickers. |  |
| 3pm | Young people leave. |  |